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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



July 23, 1943

ADMINISTRATIVE SERVICES DIVISION MEMORANDUM NO. 33

TO: Branch and Division Chiefs and Regional Directors
FROM: F. J. Hughes, Chief, Administrative Services Division
SUBJECT: Automotive Equipment

SECTION I - GENERAL

- A. The purpose of this Memorandum is to provide information concerning, and procedure governing, the identification, repairs to, storage, maintenance of records, etc., of Government-owned motor-propelled automotive equipment located in the field, and the handling of related matters.
- B. All matters in the field relating to automotive equipment will be handled by the field offices through their respective Regional Administrative Services Division.
- C. The responsibility for handling all matters requiring action in Washington relating to automotive equipment, with the exception of reports of accidents which will be handled by the Administrative Officer of the Division, is vested in the Procurement Section of the Administrative Services Division.
- D. Contracts for garage storage and for repairs to automotive equipment may be entered into and executed by the Chiefs of the Regional Administrative Services Divisions, provided the amount of any single contract does not exceed \$500.00
- E. In addition to the information contained in this Memorandum officers and employees operating and having custody of automotive equipment should familiarize themselves with paragraphs 1831, 1832, 1833, 1834, 1836 and 1837 of the Department Regulations.

SECTION II - OPERATORS' PERMITS

- A. An officer or employee may operate a departmental motor vehicle only when there has been issued to him a motor vehicle operator's permit. Such permit shall be issued only upon the submission of an application carrying a certification by the officer in charge of the field office that:
 - 1. The applicant holds a State motor vehicle operator's permit granted as a result of an examination; or

2. He has given the applicant an examination and found him fully qualified to operate a motor vehicle satisfactorily, and is familiar with local traffic regulations.

Where application is made by the officer in charge of a field office for the issuance to him of an operator's permit under requirement (2) above, the examination should be given, and the certification made, by an officer in charge of another local field office of the Administration. If there is no other local office, the examination may be given by the officer in charge of an office of another bureau of the Department.

- B. The applications for motor vehicle operators' permits will be forwarded to the Regional Administrative Services Divisions for issuance of the permits on Form AD-103. There is attached a copy of the application form. The blank permits are serially numbered and should therefore be requisitioned in reasonable quantities by the Regional Administrative Services Divisions through regular channels from the Central Supply Division of the Department.
- C. The Regional Administrative Services Divisions shall establish and maintain such records of operators' permits as will assure their positive return for cancellation upon the separation of an officer or employee from the service of the Administration. Where the holder of a permit is transferred from one region to another, the record (or application) card should be forwarded to the Regional Administrative Services Division of the region to which the officer or employee has been transferred.

SECTION III - IDENTIFICATION

- A. A uniform system for the marking of automotive equipment for identification purposes was established by the Bureau of the Budget Circular No. 374 dated June 18, 1941. It is necessary that all automotive equipment be identified by the official United States Government license tag and shield. Each vehicle should also carry appropriate identification of ownership by the Administration.
- B. The license tag for all vehicles other than motorcycles is a plate approximately 14 inches in length by 7 inches in width, on which appears the wording "U. S. GOVERNMENT" and beneath which appear the agency code and numbering, as "A-1000." The tags are now issued singly and should be securely fastened to the rear of the vehicle. They may be secured from the Central Supply Division of the Department and are identified in the Stock Catalog under item number 8-T-100. The tags should be requisitioned only as needed; they should not be stocked or carried on hand for possible future use.
- C. The official identification shield is a decalcomania transfer in the form of a union shield approximately 5 inches wide by 5 inches high, bearing the following designation:

U. S.
GOVERNMENT
FOR OFFICIAL USE

The decalcomania transfers come in sets of two and should be vertically centered on both front door panels. They should also be placed slightly above the center of the door panel so as to allow for proper placing of the supplementary decalcomania transfer covered by Paragraph D of this Section. The transfers may be secured from the Central Supply Division and are identified by stock item number 71-D-98.

- D. The insignia identifying agency ownership will be a decalcomania transfer approximately 15½ inches in width, bearing the following designation:

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The decalcomania transfers will come in sets of two and should be placed immediately below the official identification shield on both front door panels of the vehicle.

- E. It will be necessary that the insignia now appearing on all automotive equipment of the FDA be changed to show proper ownership. The necessary decalcomania transfers carrying the designation shown in Paragraph D of this Section have been ordered. Upon delivery a sufficient supply will be forwarded to each of the Regional Administrative Services Divisions for marking the automotive equipment located in their respective regions.
- F. A record must be kept by the Regional Administrative Services Divisions of the license tags assigned to the automotive equipment within their respective regions. Insofar as practicable, the automotive equipment should carry the same license tag number throughout its life in the FDA. If, however, it is necessary to replace a tag because of loss or damage, a new tag may be requisitioned from the Central Supply Division. Any change, or loss, or replacement of a license tag must be reported by the field office concerned to its Regional Administrative Services Division.
- G. Whenever disposition of automotive equipment is made by one of the methods listed below, the action indicated should be taken.
1. Transfer to Another Bureau. The FDA insignia should be removed from the vehicle and the license tag transferred with the equipment and listed on the transfer report.
 2. Transfer to Another Federal Agency. The FDA insignia and the license tag should be removed from the vehicle.
 3. Sold or Traded-in. The official shield, FDA insignia, and the license tag should be removed from the vehicle.

If the tag is in good condition and the office concerned expects to receive early delivery of another vehicle, it may be retained and placed on such vehicle. Final disposition of an illegible, soiled, marred or lost tag should be reported on Form AD-111 without regular survey action. It will be the responsibility of the officer in charge of the field office to see that such tag, except when lost, is actually destroyed and a statement to that effect is made on the Form AD-111.

SECTION IV - PERSONAL AND NONESSENTIAL USE.

- A. Under no circumstances shall automotive equipment be used for the personal convenience of any officer or employee, nor shall it be permitted to be used unnecessarily in connection with official business when public transportation facilities are available.

SECTION V - PROTECTION

- A. Officers and employees having custody of automotive equipment shall exercise due care to adequately protect the equipment and property left therein. Ignition keys should not be left in the cars nor should they be left unlocked when not in use, except where cars are stored in a public garage and the management requires that the keys be left in the vehicles. The keys to the rear compartment must not be left in the vehicles under any condition. An officer or employee who fails to lock a vehicle assigned to him or leaves the ignition key therein is guilty of negligence, and where such negligence results in damage to, or theft of, the vehicle, such officer or employee is subject to disciplinary action and in addition may be required to reimburse the Government for any loss sustained as a result of his negligence.

SECTION VI - GARAGE STORAGE

- A. All automotive equipment of the Administration shall be garaged when not in use so as to prolong the usefulness and life of the equipment. The vehicles must, except as otherwise provided in Paragraph B of this Section, be garaged within a reasonable walking distance of the offices.
- B. Passenger-carrying vehicles may not be stored at or near the homes of the officers or employees without prior approval by the Secretary. Requests for authority to garage such vehicles at or near the homes of officers or employees must be forwarded through the Regional Administrative Services Division to the Chief, Procurement Section, Administrative Services Division, in Washington, and must contain complete and detailed justifications as to the necessity for garaging the vehicles at such points. The justification statements should also include information as to the location of the office, the officer's or employee's home, and the points it is necessary to visit, and the distance between each. The authority will be granted in the name of the officer or employee rather than for a specific vehicle. When the

need for which the authority was obtained for garaging of a vehicle at or near an officer's or employee's home ceases, the authority shall be considered as terminated and arrangements made for garaging the vehicle in the vicinity of the office.

C. When authority has been granted for the garaging of a vehicle at the home of an officer or employee, and such officer or employee agrees to garage such vehicle on his premises at no cost to the Government, he shall enter into an agreement with the Administration covering the storage of the vehicle. There is attached a suggested form of agreement to be used for this purpose. The agreement shall be executed in triplicate by the officer or employee and accepted by the Chief of his Regional Administrative Services Division on behalf of the FDA. The agreement shall continue in effect until terminated by either party upon ten (10) day's notice in writing to the other. The original signed copy shall be retained in the file of the Regional Administrative Services Division, one copy returned to the officer or employee, and the other copy forwarded to the Chief, Procurement Section, Administrative Services Division, in Washington.

D. Contracts. U. S. Standard Form 33 (Revised) will be used for soliciting bids and/or executing of contracts covering the rental of garage space.

1. Where the amount will not exceed \$100.00 for the contract period, an original and five copies of a proposed contract should be prepared by the Regional Administrative Services Division, along the line of the attached sample. Under the column headed "Articles or Services" there have been indicated in the first paragraph general wording which may be changed to cover the particular needs of the office. The remaining paragraphs should be worded "as is," except for changing the period to be covered by the contract. The proposed contract will be forwarded to the field office concerned for execution by the contractor. The field office should make inquiry of a number of prospective garage owners and have the contract executed by the one offering space which would prove the most advantageous to the Government.
2. Where it is anticipated that the amount involved will likely exceed \$100.00 for the contract period, the procedure for securing bids outlined in the Contracting Manual issued by the Division of Purchase, Sales and Traffic will be followed.
3. The following distribution shall be made of contracts entered into by the Regional Administrative Services Divisions:
 - a. The original and one conformed copy shall be forwarded to the Regional Finance and Accounts Division.
 - b. A manually signed copy shall be forwarded to the contractor.

c. One conformed copy shall be forwarded to the field office involved.

d. One conformed copy shall be retained for the files of the Regional Administrative Services Division.

4. When the amount exceeds \$500.00 and acceptance is made by the Division of Purchase, Sales and Traffic, the following distribution will be made by the Procurement Section, Administrative Services Division, in Washington:

a. Forward the original accepted bid and three conformed copies to the appropriate Regional Administrative Services Division, which office will retain one conformed copy and forward the original accepted bid and one conformed copy to the Regional Finance and Accounts Division and the remaining conformed copy to the field office involved.

b. Forward a manually signed copy to the contractor.

c. Retain one conformed copy for its files.

E. Renewals of Contracts. Where a contract contains an option for renewal for the succeeding fiscal year, a prer renewal canvass shall be conducted from 45 to 60 days prior to the beginning of such fiscal year. If the canvass discloses that other suitable garage space is not available at a lesser cost, a notice shall be issued to the contractor renewing the contract for the subsequent fiscal year. Such renewal notice must be dated and mailed at least one month, unless the contract provides for a shorter or longer period, prior to expiration of the current period covered by the contract. There are attached samples of a proposed prer renewal canvass statement and of a renewal notice.

1. If, at the time the renewal notice is issued, the appropriation bill for the subsequent fiscal year has not been passed by Congress and signed by the President, the following wording shall be stamped or typed on all copies of the renewal notice:

a. "This renewal is conditioned upon the passage of an appropriation by Congress from which expenditures thereunder may be made and shall not obligate the United States upon failure so to appropriate."

2. The renewal notice shall be prepared with an original and five copies and the following distribution made:

- a. The original shall be mailed to the contractor.
- b. One manually signed copy and one conformed copy shall be forwarded to the Regional Finance and Accounts Division.
- c. One conformed copy shall be forwarded to the field office involved.
- d. One conformed copy shall be retained for the files of the Regional Administrative Services Division.

SECTION VII - ACCIDENTS

- A. When an automotive vehicle is involved in an accident, such accident must be promptly reported through the appropriate Regional Administrative Services Division to the Chief, Administrative Services Division, in Washington, on Form AD-250, United States Department of Agriculture Accident Report, which form replaces Form Nos. 26 and 27. In the event claim is made for damages to property by the private party involved, Standard Form No. 28 shall also be completed and forwarded.

SECTION VIII - REPAIRS

- A. There have been established Departmental Consolidated Repair Shops at the following points:

<u>Location</u>	<u>Operating Agency</u>
Arcadia, California	Forest Service
Atlanta, Georgia	Farm Security Administration
Beltsville, Maryland	Agricultural Research Administration
Grants Pass, Oregon	Forest Service
Hill City, South Dakota	" "
Leavenworth, Washington	" "
Missoula, Montana	" "
North Bend, Washington	" "
Pendleton, Washington	" "
Portland (Sellwood), Oregon	" "
Prineville, Oregon	" "
Redding, California	" "
Spokane, Washington	" "
Stockton, California	" "
Washington, D. C.	Office of Plant and Operations

The Consolidated Repair Shops are operated on an actual cost basis and arrangements should be made, when feasible, to have the vehicles located in areas contiguous to the depots repaired in the Consolidated Repair Shops on a reimbursable basis.

- B. Where it is not practicable to have a vehicle repaired in the Departmental Consolidated Repair Shops, the repairs may be made by a reliable commercial automotive repair shop. If the estimated cost indicates that the repairs may exceed \$100.00, it will be necessary to formally advertise for bids.
1. The invitation for bids should be prepared along the line of the enclosed sample.
 2. Before preparing and issuing the invitation for bids, it would be desirable to have the vehicle inspected by a reliable mechanic to determine what repairs are actually needed.
 3. The contracts executed by the Government with the manufacturers for repair parts usually provide for a substantial discount on such parts. These contracts are applicable to their authorized agents. The invitations for bids should therefore be set up in such manner as to allow prospective bidders to indicate the discount allowed on repair parts.
 4. Distribution of copies of an invitation for bids should not be confined to manufacturer's agents of the make of vehicle involved, but should be distributed to the owners of all reputable automotive repair shops.

SECTION IX - MAINTENANCE OF OPERATING COST RECORDS

- A. The statutory limitations formerly in effect on the amount that may be paid for a passenger-carrying automobile, including the cost of any accessories subsequently installed, and the amount that may be spent in any one fiscal year for the maintenance, upkeep and repair of such a vehicle made it necessary to maintain a detailed record of such costs. While the limitations have been temporarily lifted the keeping of detailed records should be continued. Form AD-186, Record of Cost of Operation of Government-owned Motor-propelled Passenger-carrying Vehicles, will be used for this purpose. While this form was designed to cover passenger-carrying vehicles only, it shall also be used for reporting the costs of operating trucks.
- B. The field offices operating automotive equipment must submit a monthly report on Form AD-186 covering each vehicle by not later than the 10th day of the succeeding month to their respective Regional Administrative Services Divisions. The forwarding of the reports accordingly shall begin with the report for the month of August, 1943.
- C. The records now maintained in the Procurement Section, Administrative Services Division, in Washington will be forwarded to the Regional Administrative Services Divisions by not later than July 31, 1943. It shall be the responsibility of the Regional Administrative Services Divisions to maintain complete operating cost records of the automotive equipment in their respective regions, to secure the submission of

reports from the field offices on time, and to check the reports to see that they are properly completed and that the previous totals have been carried forward correctly.

- D. The Regional Administrative Services Divisions shall furnish to the Procurement Section, Administrative Services Division, in Washington by not later than the 25th day of the following month a statement of the total mileage traveled each month by the vehicles in their respective regions. Such statements shall show separately the total mileage traveled by passenger-carrying vehicles, and by trucks. In view of the current mileage administration program, it is of the utmost importance that the mileage statements be forwarded to Washington by the date stated above, and that such statements reflect the mileage traveled by all vehicles in the respective regions.
- E. Additional equipment, such as heaters, windshield defrosters, etc., for passenger-carrying vehicles may not be purchased and installed if the cost thereof, together with the original purchase price of the vehicle at point of origin and the cost of any additional equipment previously purchased and installed, will exceed the statutory limitation in effect at the time of the purchase of the vehicle. While the statutory limitation was increased on April 28, 1942 to \$925.00 and subsequently to not exceed the maximum price established by the Office of Price Administration and in no event more than \$1500.00, the \$750.00 limitation which was previously in effect applies to all passenger-carrying vehicles now operated by the FDA, inasmuch as such vehicles were purchased during the time the \$750.00 limitation was in effect. Care should be exercised in determining what is an accessory and what is maintenance, upkeep and repair expense. If a vehicle was originally purchased with a single tail light, windshield wiper or horn, and a dual tail light, windshield wiper or horn is installed, it would be charged as an accessory. But if any equipment originally on the vehicle or any accessory equipment should go bad and is replaced, the cost would be charged to maintenance, upkeep and repair. An accessory, unless for replacement purposes, may not be transferred from one vehicle to another if the cost thereof would bring the total cost of the vehicle in excess of the statutory limitation.
- F. The maximum amount under the statutory limitation which could formerly be expended during any one fiscal year for the maintenance, upkeep and repair of a passenger-carrying automobile was one-third of the market price of a new vehicle of the same make and class, and in no case could it exceed \$400.00. At present there is no statutory limitation as to the amount which may be expended.
- G. Form AD-186. Officers and employees operating automotive equipment should carefully read and follow the instructions printed on the face of Form AD-186.
1. The property number assigned to the vehicle should be shown on the line headed "Bureau Vehicle Number."

2. The cost of accessories (other than replacements) purchased and installed during the month for which the report is submitted should be shown only on the face of the form on the line headed "Accessories purchased during period" and not on the reverse side under any heading or column. The amount shown on the line headed "Total purchase price" will, on the report for the succeeding month, be shown on the line headed "Original purchase price plus cost of accessories previously installed."
3. The line headed "Maximum allowance for maintenance, upkeep, and repair" should be left blank.
4. The reverse side of the form is divided into two major headings. Care should be taken to see that costs which should be shown under the heading "Costs Included in Statutory Limitation" are not shown under the heading "Cost Excluded from Statutory Limitation" and vice versa.
5. The last column under the heading "Costs Excluded from Statutory Limitation" should be used for recording such miscellaneous expenses as bridge toll fees, tire chains, etc.
6. The mileage registered on the speedometer at the beginning and end of each month must be shown. The total mileage traveled during the month should be shown under "Remarks."
7. The totals shown on the reverse side of the June report must not be carried forward on the July report. The reverse side of the form is for use in recording all operating expenses during the month and the accumulative operating expenses for any previous months during the fiscal year.



P. S. Because of the difficulties in the preparation of a large number of copies of some of them, the attachments referred to in this Memorandum are being furnished only to the Regional Administrative Services Divisions.